

## How to

# Ask to Waive Notice in a Petition for Minor Guardianship

### **WARNINGS!**

Use these instructions if you cannot find one or more of the following individuals to provide them with notice of your *Petition for Minor Guardianship* or if providing notice may harm the child:

- anyone who had custody of the child at least 60 days in the last two years
- the child's grandparents
- any adult siblings of the child
- the child's conservator
- the proposed guardian requested by either parent or the child.

Due to COVID-19, all hearings are by phone or video and some offices are providing only remote services. You should consult the King County Superior Court and the Ex Parte Department webpages for the most up to date information:

<https://www.kingcounty.gov/courts/superior-court.aspx>

<https://www.kingcounty.gov/courts/superior-court/ex-parte-probate.aspx>.

### **Talk to a lawyer, if you can**

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms.

If you **cannot** afford a lawyer, you can:

- Get a list of low-cost and free legal resources.  
<https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>
- Get help from the Family Law Facilitators office. You can get information about their services at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.

**Step 1: Fill out these forms.**

All of these forms can be downloaded at: [Guardianship Forms - King County](#)

Form Name	Notes
<a href="#">Motion to Waive Notice of Minor Guardianship Petition</a>	Only available on the King County Superior Court website
<a href="#">Order Waiving Notice of Minor Guardianship Petition</a>	Only available on the King County Superior Court website
<a href="#">Ex Parte via Clerk Coversheet</a>	Only available on the King County Superior Court website

**Step 2: Request a Fee Waiver if necessary.**

You must give the documents completed in Step 1 to the Clerk's Office, and a clerk will provide them to a commissioner in the Ex Parte department. This service is called Ex Parte via the Clerk, and there is a \$30 fee.

This fee can be waived if you cannot afford to pay it. To request a waiver, complete the forms [here](#).

**Step 3: Give original forms to the Clerk's Office.**

After all forms in Steps 1 and 2 have been completed, give them to the Clerk's Office electronically, by mail, or in person. For more information, see <https://kingcounty.gov/courts/clerk/documents/ExParte.aspx#submission>.

The Clerk will present your documents to the Commissioner for you. After the Order is signed, the Clerk will file all Step 1 documents in the court file. The Clerk will also give you a copy of the signed Order; you choose how you want the Clerk to do that in the *Ex Parte via Clerk Coversheet*. (For example, email or in-person pick up.)

**Step 4: Follow the court order.**

Read the signed order you received from the Clerk's Office. If the court directs you to provide notice, you must follow any specific instructions in the order.

If the court orders you to seek permission to serve by mail, instructions are available [here](#).

In addition, you should follow the instructions in *How to File a Petition for Minor Guardianship*.